# NEW JERSEY DEPARTMENT OF EDUCATION

# STATE SUBMISSION

# STUDENT DATA HANDBOOK

## VERSION 2.3



State of New Jersey
Department of Education

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<u>**FOREWORD**</u>

The New Jersey Department of Education is pleased to publish the *2009 New Jersey State Submission Student Data Handbook v2.2*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The New Jersey *State Submission Student Data Handbook* is intended to support the core data collections for the October 15th and End of Year/June 30th snapshot dates, and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective, and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.5r1* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

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## Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system.  The *2009 State Submission Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJ DOE) in a standardized format to comply with state and federal requirements.  For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured.  This *State Submission Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons.  First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored.  To achieve this goal, education data must be collected, managed, and reported in a fashion that is more useful, accurate, consistent, and timely.  Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements.  The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way.  Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public.  By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

## Data Elements and Definitions

This *Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., a student who is not eligible for special education will not have a Special Education Classification code). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

| | |
|---|---|
| Name of Data Element | The data element name used within the NJ SMART system. |
| NJ DOE Number | The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added. |
| Definition | A brief description of the data element. |
| Functional, Policy or Legal Description | The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection. |
| Snapshot Dates | The date when each data element must be reported in accordance with NJ DOE requirements. Data elements required for SID Management can be submitted throughout the year. State Submission core data elements will be collected twice during the year (October 15 snapshot and End of Year snapshot). An October 15th snapshot file will be submitted containing Special Education data only. |
| Type | Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements. |
| Min Length | The minimum number of characters permitted. |
| Max Length | The maximum number of characters permitted. |
| Range of Values | The value options of each data element. |
| Required Element? | Indication of whether the data element is required for file submission. |
| NCES / SIF | Indicates National Center for Education Statistics (NCES) and/or Schools Interoperability Framework (SIF) standard. |
| Format | Requirement for how each data element must be arranged/reported. |
| Additional Notes | Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element. |

**Privacy and Security**

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA).* *FERPA* requires state and local education agencies to protect the privacy of education records that contain "information directly related to a student" and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJ DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

**Data Elements Outline**

The following is an outline of the data elements included in the *2009 New Jersey State Submission Student Data Handbook*, categorized by their appropriate headings.
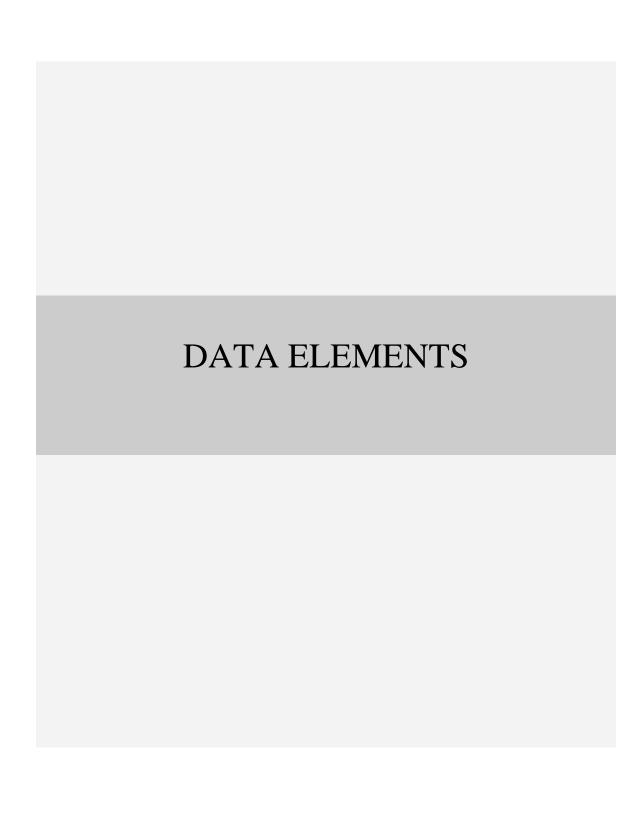
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# DATA ELEMENTS

# Name of Data Element: LocalIdentificationNumber

Definition: A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description: A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alphanumeric | Min Length: 1 | Max Length: 20

Range of Values: N/A

Required element? Yes. **Mandatory** for all students | NCES

Format: Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.

Additional Notes: For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.

It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Error will occur if multiple students within the district with the same LID are reported.

Error will occur if field is *NULL*.

## Name of Data Element: StateIdentificationNumber

**NJ DOE Number: 2**

Definition: A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description: In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

| Type: Numeric | Min Length: 10 | Max Length: 10 | |
|---|---|---|---|

Range of Values:  N/A

Required Element?  Yes, **Mandatory** for all students          NCES

Format: 10-digit state identification number.  SIDs must be valid numbers as issued by NJ SMART or an error will occur.

Additional Notes:  All submission files must include SIDs for students who have had SIDs issued; if a file submission does not include SIDs, it will not be accepted by NJ SMART.

## **Name of Data Element: FirstName**

NJ DOE Number: 3

Definition: A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.  This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

| Type: Alpha | Min Length: 1 | Max Length: 30 | |

Range of Values:  N/A

| Required Element?  Yes.  **Mandatory** for all students | NCES |

Format: First name and last name must be reported as separate fields.

Additional Notes: No nicknames or abbreviated names should be reported.  Periods are not accepted in the FirstName field.  Other special characters such as apostrophes and hyphen are accepted.

Error will occur if field is *NULL*.

## Name of Data Element: LastName

**NJ DOE Number: 5**

Definition: The name borne in common by members of a family.  This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha | Min Length: 1 | Max Length: 50

Range of Values: N/A

Required Element?  Yes.  **Mandatory** for all students | NCES

Format: First name and last name must be reported as separate fields.

Students with multiple last names should include multiple last names in this field.  Hyphens are acceptable if they are part of the student's legal name; place both last names in this field.  Example:  Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Kennedy Smyth would be last name = "Kennedy Smyth".

Additional Notes:  Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Error will occur if field is *NULL*.

## **Name of Data Element: DateOfBirth**

Definition: The year, month and day on which an individual was born.  This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description:  This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

| Type: Alpha | Min Length: 8 | Max Length: 8 | |

Range of Values:  N/A

| Required Element?  Yes.  **Mandatory** for all students | NCES |

Format:  Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".

Additional Notes:  Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Error will occur if field is *NULL*.

## Name of Data Element: CityOfResidence

Definition: The name of the city or town (or comparable unit) of the student's permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Description: This data element is used to uniquely identify students who have similar name and birth data.

Snapshot Dates: October 15, End of Year or June 30

| Type: Alpha | Min Length: 1 | Max Length: 30 | |

Range of Values: N/A

| Required element?  Yes, **Mandatory** for all students | NCES |

Format:  N/A

Additional Notes:  Do not include any abbreviations.

Error will occur if field is *NULL*.

An error will occur if punctuation is included in CityOfResidence.

## **Name of Data Element**: TuitionCode

**NJ DOE Number: 67**

Definition: An indicator of the source of payment for a student.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: October 15, End of Year or June 30

| Type: Numeric | Min Length: 2 | Max Length: 2 | |

Range of Values:

01 = Paid by another school district
02 = Paid by parents
03 = Paid by state institutions or other agencies
04 = Tuition free: child of a teaching staff member
05 = Tuition free: all other tuition free students except codes 04 and 06
06 = Paid by the state: a non-resident student attending a choice district
07= Charter school students: tuition is based on resident district of the charter school

Required Element: Yes, **Mandatory** for students whose tuition is paid by another entity.

Format: Codes must conform to format above or error will occur.

Additional Notes: Leave *NULL* if not applicable for a student.

Students that are new to a charter school and are coming from a non-public school must have Tuition Code 03 filled in for the first year. Once that student completes the first school year of attendance at the charter, the tuition code should be changed to "07".

Students received from a K-6 or K-8 district do not need to enter a Tuition Code entered unless their tuition is paid by another entity other than the district of residence. However, it is important that that resident district information reflects the actual district the student lives in and attending information is the school of attendance.

## Name of Data Element: MigrantStatus

**NJ DOE Number: 44**

Definition: Student is eligible for migrant education services and is enrolled in a migrant subgrantee program. (1) The child is younger than 22 and has not graduated from high school or does not hold a high school equivalency certificate; (2) and the child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) and the child has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (or seek), temporary or seasonal employment in qualifying agricultural or fishing work; and (4) such employment is a principal means of livelihood; and (5) the child has moved from one school district to another.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: 20 USC 6399

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha | Min Length: 1 | Max Length: 1 |

Code Description:

Y = Yes
N = No

Required element? Yes. **Mandatory** for all students

Format: Migrant Status should be specified as: "Y" for Migrant Status or "N" for non-Migrant Status.

Additional Notes: Error will occur if field is *NULL*.

# Name of Data Element: FreeandReducedRateLunchStatus

**NJ DOE Number: 45**

Definition: An indication of a student's enrollment in the national school lunch program (free and reduced price breakfast, lunch, and milk programs) on the date of submission according to the income guidelines provided by the US Department of Agriculture.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: 20 USC 6399.  NJ DOE, Division of Finance

Snapshot Dates: October 15, End of Year or June 30

| Type: Alpha | Min Length: 1 | Max Length: 1 | |
|---|---|---|---|

Code Description:

N = None (refers to students who pay full price)
F = Enrolled in Free Lunch
R = Enrolled in Reduced Rate Lunch

Required element?  Yes.  **Mandatory** for all students

Format: Free and Reduced Rate Lunch Status should be specified as:  "N" for not enrolled, "F" for enrolled in Free Lunch, or "R" for enrolled in Reduced Rate Lunch.

Error will occur if field is *NULL*.

Additional Notes: Some Federal and State funding are calculated using this data.

## **Name of Data Element**: EnrollmentType

Definition: The amount of the school day a student is in attendance at the school listed as "attending school" for the student.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha          Min Length: 1          Max Length: 1

Code Description:

F = Full-time (a student that is attending the school for more than one half of the school day)
S = Shared-time (a student that is attending the school for one half of the school day or less)

Required element?  Yes.  **Mandatory** for all students

Format: Enrollment Type should be specified as:  "F" for full-time or "S" for shared time.

Additional Notes: Error will occur if field is *NULL*.

*NOTE: For shared time students, the reporting district should be the "Receiving District" (which may or may not be the same as the "Resident District") and as such the student will be counted as a half student in the Receiving District. The "Attending district" **cannot** be the same as the "Receiving District." Instead, the "Attending district" should be the other district for which a half student will be counted.*

# Name of Data Element: GradeLevel

**NJ DOE Number: 32**

Definition: The grade level or primary level of instruction a student receives in a school or an educational institution during a given academic session.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

| Type: Alpha | Min Length: 2 | Max Length: 2 | |
|---|---|---|---|

Range of Values:

3H = Half-day Pre-school 3 years old
3F = Full-day Pre-school 3 years old
4H = Half-day Pre-school 4 years old
4F = Full-day Pre-school 4 years old
5H = Half-day Pre-school 5 years old
5F = Full-day Pre-school 5 years old
DH = Half-day Transitional/Developmental Kindergarten
DF = Full-day Transitional/Developmental Kindergarten
KH = Half-day Kindergarten
KF = Full-day Kindergarten
PF = Full-day Transitional Grade 1/Pre-First
01 = Grade 1
02 = Grade 2

03 = Grade 3
04 = Grade 4
05 = Grade 5
06 = Grade 6
07 = Grade 7
08 = Grade 8
09 = Grade 9
10 = Grade 10
11 = Grade 11
12 = Grade 12
PG = Post Graduate
A1 = Adult High School (1 – 14 credits)
A2 = Adult High School (15 or more credits)

Required Element?  Yes. **Mandatory** for all students

Format:  Codes must conform to NJ DOE codes above or error will occur.

Additional Notes:  All students must be assigned a grade level, including special education students per direction of NJDOE as of October 2004.

Code half-day Transitional/Developmental Kindergarten as "DH" and full-day Transitional/Developmental Kindergarten as "DF".
Code Transitional Grade 1/Pre-First as "PF".
Transitional Grade 1/Pre-First is a full day program only.

NJ SMART will capture every student that appears on the school register, which includes post secondary students as well as those attending an Adult High School.

Error will occur if field is *NULL*.

Error will occur if student has GradeLevel of Pre-Kindergarten through 12th grade and DateOfBirth ages him or her outside of reasonable parameters (under 2 years old or over 22 years old).

Adult High School student should be classified according to the number of credits for which the student is enrolled.

# Name of Data Element: Retained

**NJ DOE Number: 68**

Definition: An indication that the student is repeating their current grade level.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Division of Assessment

Snapshot Dates: October 15, End of Year or June 30

| Type: Alpha | Min Length: 1 | Max Length: 1 | |

Range of Values:

Y = Yes

N = No

Required Element? Yes. **Mandatory** for all students

Format: Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Only enter "Y" if the student is repeating their current grade level.

For EOY State Submission, students that are not currently repeating their grade level but will be retained in the upcoming year should be reported with an "N". These students should not be reported as "Y" until the start of their next school year.

# Name of Data Element: ProgramTypeCode

**NJ DOE Number: 33**

Definition: The primary program of instruction for the student.

Functional, Policy or Legal Description: New Jersey Administrative Code (NJAC 6:3)

Snapshot Dates: October 15, End of Year or June 30

| Type: Alpha | Min Length: 2 | Max Length: 2 | |
|---|---|---|---|

Range of Values:
3H = Half-day Pre-school 3 years old
3F = Full-day Pre-school 3 years old
4H = Half-day Pre-school 4 years old
4F = Full-day Pre-school 4 years old
5H = Half-day Pre-school 5 years old
5F = Full-day Pre-school 5 years old
DH = Half-day Transitional/Developmental Kindergarten
DF = Full-day Transitional/Developmental Kindergarten
KH = Half-day Kindergarten
KF = Full-day Kindergarten
PF = Transitional Grade 1/Pre-First
01 = Grade 1
02 = Grade 2
03 = Grade 3
04 = Grade 4
05 = Grade 5
06 = Grade 6
07 = Grade 7
08 = Grade 8
09 = Grade 9
10 = Grade 10
11 = Grade 11
12 = Grade 12

PG = Post Graduate
AD = Adult High School
18 = Cognitive-Mild Special Class
19 = Cognitive-Moderate Special Class
20 = Learn and/or Lang Disabilities - Mild/Moderate Special Class
22 = Behavioral Disabilities Special Class
23 = Multiple Disabilities Special Class
24 = Learn and/or Lang Disabilities – Severe Special Class
25 = Auditory Impairments Special Class
28 = Visual  Impairments Special Class
30 = Autism Special Class
31 = Cognitive-Severe Special Class
32 = Full-Day Preschool Disabilities Class
33 = Half-Day Preschool Disabilities Class
34 = Regular County Vocational Grade 9
35 = Regular County Vocational Grade 10
36 = Regular County Vocational Grade 11
37 = Regular County Vocational Grade 12
38 = Special Education County Vocational
56 =  Full-Time Post Secondary Vocational
57 = Part-Time Post Secondary Vocational

Required Element?  Yes.  **Mandatory** for all students

Format:  Codes must conform to NJ DOE codes above or error will occur.

Additional Notes:  Transitional Grade 1/Pre-First is a full day program only.

Note: Program Type Code 26 (Home Instruction) and 29 (Pull-Out Replacement Resource) are no longer codes accepted to NJ SMART.   Students that previously were submitted with these codes should be updated to reflect their program of instruction.  The placement of the student is collected in the Special Education Submission.

Error will occur if field is *NULL*.

## Name of Data Element:
## EighthTechnologicalLiteracy

**NJ DOE Number: 92**

Definition: This data element is an indication of whether the student has met the **eighth grade** criteria of technological proficiency consistent with the NJ Core Curriculum Content Standards 8.1 through district-level assessment or evaluation as guided by NJ Technology Assessment for Proficiency and Integration.

Functional, Policy or Legal Description: NJ Core Curriculum Content Standards

Snapshot Dates: End of Year or June 30

Type: Alpha | Min Length: 1 | Max Length: 2 |

Range of Values:

Y = Deemed to be technologically proficient
N = Deemed to not be technologically proficient
NE = Not evaluated

Required Element?  Yes. **Mandatory** for all students in 8th grade.

Additional Notes:  Field must be left blank if student is not in 8th grade.

Field must be filled in for students with a Grade Level of "08".

# Name of Data Element: SpecialEducationClassification

Definition: The outcome of eligibility assessment for special education and related services.

Functional, Policy or Legal Description: NJ DOE, Office of School Funding, Office of Special Education Programs, Administrative Code 6A:14-3.5 and 6A:14-3.6

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

| Type: Alpha | Min Length: 2 | Max Length: 2 | |
|---|---|---|---|

Range of Values:

| State Codes | Federal Categories |
|---|---|
| 00 = Determined Ineligible | |
| 01 = Auditorily Impaired | = Hearing Impairments |
| 02 = Autistic | = Autism |
| 03 = Cognitively Impaired – Mild Cognitive Impairment | = Mental Retardation |
| 04 = Cognitively Impaired – Moderate Cognitive Impairment | = Mental Retardation |
| 05 = Cognitively Impaired – Severe Cognitive Impairment | = Mental Retardation |
| 06 = Communication Impaired | = Speech or Language Impairments |
| 07 = Emotionally Disturbed | = Emotional Disturbance |
| 08 = Multiply Disabled | = Multiple Disabilities |
| 09 = Deaf-Blindness | = Deaf-Blindness |
| 10 = Orthopedically Impaired | = Orthopedic Impairments |
| 11 = Other Health Impaired | = Other Health Impairments |
| 12 = Preschool Child with a Disability | = Developmental Delay |
| 14 = Specific Learning Disability | = Specific Learning Disabilities |
| 15 = Traumatic Brain Injury | = Traumatic Brain Injury |
| 16 = Visually Impaired | = Visual Impairments |
| 17 = Eligible for Speech-Language Services | = Speech or Language Impairments |

Required element? Yes. **Mandatory** for all students evaluated for special education eligibility

Additional Notes: Leave *NULL* if eligibility of student has not yet been determined.

If a student has been evaluated and determined ineligible, use code 00. Students determined ineligible must have a value for ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate or an error will occur.

Code 00 should only be entered for students whose *initial* eligibility outcome was determined ineligible. Students that were previously in special education, but have been declassified, should not be included in the Special Education Submission.

If a SpecialEducationClassification is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.

An error will occur when SpecialEducationPlacement has a value and SpecialEducationClassification is NULL, or blank.

SpecialEducationClassification code 13 (Social Maladjustment) is no longer a valid value.

Students age 3 and 4 **must** have a Special Education Classification of 12 (Preschool Child with a Disability) or an error will occur.

Students age 6 and above **cannot** have a Special Education Classification of 12 (Preschool Child with a Disability) or an error will occur.

An error will occur when any of the related services elements (data elements 59-63) has a value, and SpecialEducationClassification is NULL, or blank.

For additional information about the code description, please see your Director of Special Education Services.

## Name of Data Element: LEPProgramStartDate

**NJ DOE Number: 69**

Definition: The month, day, and year on which a student starts a Limited English Proficient program based on multiple criteria as defined by the Office of Specialized Populations.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.  N.J.A.C. 6A:15-1.10

Snapshot Dates: October 15, End of Year or June 30

Type: Date | Min Length: 8 | Max Length: 8

Range of Values:  N/A

Required Element? Yes.  **Mandatory** for all students who have entered an LEP program.

Format: Date must be in YYYYMMDD format.  Do not include any separators such as "/" or"-".

Additional Notes:  An error will occur if the format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

An error will occur if date occurs in the future.

An error will occur if LEPProgramStartDate is a date after LEPProgramCompletionDate.

The field should be *NULL*, if not applicable.

The field may be *NULL* for students who exited a language assistance program greater than two years in the past.

## Name of Data Element: LEPProgramCompletionDate

**NJ DOE Number: 70**

Definition: The month, day, and year on which a student successfully completes a Limited English Proficient program based on multiple criteria as defined by the Office of Specialized Populations.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.  N.J.A.C. 6A:15-1.10

Snapshot Dates: October 15, End of Year or June 30

| Type: Date | Min Length: 8 | Max Length: 8 | |
|---|---|---|---|

Range of Values:  N/A

Required Element? Yes. **Mandatory** for all students who have successfully completed an LEP program.

Format: Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".

Additional Notes:  An error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

The field should be *NULL*, if not applicable.

The field may be *NULL* for students who exited a language assistance program greater than two years in the past.

An error will occur if LEPProgramCompletionDate has a value and LEPProgramStartDate is NULL.

## Name of Data Element: HealthInsuranceStatus

**NJ DOE Number: 35**

Definition: Indication of whether student has health insurance coverage.

Functional, Policy or Legal Description: NJ FamilyCare outreach initiative

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha | Min Length: 1 | Max Length: 1

Range of Values:

Y = Yes, student has health insurance coverage.

N = No, student does not have health insurance coverage.

Required Element? No. **Optional** for all students.

Format: N/A

Additional Notes: If unknown, field should be *NULL*.

## Name of Data Element: HealthInsuranceProvider

**NJ DOE Number: 36**

Definition: The complete name of the health insurance coverage provider of the student if applicable.

Functional, Policy or Legal Description:  NJ FamilyCare outreach initiative

Snapshot Dates: October 15, End of Year or June 30

| Type: Alphanumeric | Min Length: 1 | Max Length: 50 | |

Range of Values:  N/A

Required Element?  No.  **Optional** for all students.

Format:  N/A

Additional Notes:  If Provider information is entered,  Health Insurance Status must be "Y" or an error will occur.

Provider name should be the complete name without abbreviations.

If unknown, the field should be *NULL*.